

CONFIDENTIAL REPORT

on

MR. RONALD RODGERS

This Confidential Report was created solely for the use by our client:

for the position of

ESTATE MANAGER

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JULY 23, 2013

Professional Butler/Lifestyle Manager
Mr. Ronald Rodgers



Mr. Ronald Rodgers



GENERAL DATA

Full name Mr. Ronald E. Rodgers (Ron)

Full address [REDACTED]
New York, NY 10019
USA and
[REDACTED]
Urb. Vallpineda
08810 SITGES, Spain

Telephone [REDACTED]
Mobile telephone + [REDACTED] Butlersguild
E-mail address [REDACTED]

Date of birth [REDACTED]
place of birth New York, USA

Height – weight 180 cm - 90.7k

Nationality USA
Residency USA / Spain
Languages English – native
German – intermediate
Spanish – basic (written intermediate)
Catalan – basic (written intermediate)

Passport Passport number
[REDACTED] USA (New York) exp.22 Jan 2019

Drivers license number License number
[REDACTED]

Desired Income Current net annual income US\$125,000
Plus full medical benefits, paid vacation, comp time.

Professional affiliations Domestic Estate Managers Association

EDUCATION

From – to 1969 – 1975
Name of Institution Gardiners Avenue Elementary
Sort of education Elementary School
City, Country Levittown, NY, USA
Results Diploma

From – to Graduated 1982
Name of Institution Countryside High School
Sort of education Secondary School
City, Country Clearwater, Florida, USA
Results Honors Diploma

From – to 1994
Name of Institution Institut für Europäische Studien,
Sort of education International Relations, German
City, Country Vienna, Austria

From – to 1984 – 1987
Name of Institution University of Southern California
Sort of education College
City, Country Los Angeles, CA, USA
Results BA: Int'l Relations,
BA: Political Science

From – to 1997 – 1998
Name of Institution University of Miami,
Sort of education M.B.A. program
City, Country Coral Gables, Florida

From – to 1988 – 1990
Name of Institution University of Amsterdam
Sort of education European Community Law and Economics Studies
City, Country Amsterdam, the Netherlands
Results Honors: Full University Scholarship

From – to February – April 2009
Name of Institution Cervantes Institute
City, Country New York, NY USA
Sort of education Advanced Spanish Language Class
Results Passed

From – to February 2008
Name of Institution New York Real Estate Institute
City, Country New York, NY USA
Sort of education Real Estate
Results New York State Licensed Realtor

From – to 2010 – 2011
Name of Institution Catholique Université de la LYON,
City, Country Lyon, France
Sort of education / results Pursued a degree (DELF) in French language and
culture studies

Certified English language Instructor (TEFL)

Certified construction project manager

Certified STCW 95: PSSR, Personal Survival Techniques, First Aid, CPR,
Basic Firefighting

PROFESSIONAL EXPERIENCE

From – to 2010 – Present
Name of Company/Family Gorilla Grips International
City, Country Milford, CT
Job Title Consultant Europe
Reason for leaving Wish for long-term commitment in Estate Management
Responsibilities On-going consulting to a US-based fitness product firm on positioning product in Europe, Australia, Israel. Developed five websites in English, German, French, Spanish and Italian. Initiated social marketing campaigns.

From – to 1998 – Present
Name of Company/Family GLOBAL ESTATE MANAGEMENT CONSULTANT,
City, Country United States, Spain
Job Title Real Estate Investment Advisor, Barcelona and Organya, Spain
Responsibilities Researched, purchased, selected architect/design team to renovate/restore a 100 year old loft in Gracia (Barcelona) and a four hundred year old stone village house in the Pyrenees, near Andorra.

2008 – 2009
New York, N.Y., Los Angeles, CA
Estate/Construction/Life Manager,
Desire to relocate to Spain to be closer to family
Oversee management, infrastructure and finances for four personal properties in NY and Los Angeles for an internationally known business executive and media personality. Responsible for real estate acquisitions; design and construction of an 8,000 sq ft apartment; coordinate with corporate staff personal schedule, liaise with personal attorneys, accountants and managers all items related to personal issues; oversee household staff, part-time chef and chauffeur. Serve on the Advisory Board of my client's national charitable foundation and advise on personal charitable opportunities.

From – to	2002 – 2008
Name of Company/Family	ALCHEMIST, S.L.,
City, Country	Barcelona, Spain/New York, U.S.A
Job Title	Co-owner and co-founder of a real estate investment and renovation firm with projects in New York City, Miami Shores, Miami Beach (FL), Barcelona and Sitges, Spain.
Reason for leaving	Liquated holdings
Responsibilities	

2008
Estate Manager/Major
Domo,

New York, N.Y. (4 month consultant position)
For progressive young family with two young children and dog. Engaged in consultant-based position which oversaw the drafting and organizing of systems and manuals for six homes in NY, Colorado and Florida, some under construction. Trained existing and new staff while assisting in the search for a new permanent household manager(s). Areas of responsibility included financial management, coordinating inventories, creating a timeline and game plan for move from current townhouse to 11,000 square foot penthouse, oversee 8,000 sf summer home opening and staffing, creating manuals to detail all household functions, social engagements, vehicle maintenance, transportation policies (including private jets and arranging for chartered helicopters), devising a "Green" safe home environment within a Vegan lifestyle. Liaise with art curator on installations and with construction project manager on two new homes, 11,000 and 18,000 sf respectively. Staff: 3 nannies, 5 housekeepers, one PA, one driver, one house manager. Part-time chef as needed. Housekeepers do majority of cooking. Consultant Position.

2002 – 2007
New York, N.Y., Sitges, Spain
Estate Manager/Real Estate Advisor,
Client down-sized and limited real estate to NY
Managed New York and Sitges households; Managed five rental properties in New York; Arranged domestic and international travel; Accompanied employer on overseas trips;

1998 – 2002

Los Angeles, CA and New York, NY

Personal Assistant,

Managed day-to-day activities, both personal and business for this television producer; Arranged meetings, social events and travel; Coordinated household management; Cooked basic meals on occasion;

From – to

Name of Company/Family

1998

INDEPENDENT CONSULTANT

Provided research, logistics, development, project/event planning and media for: Advance Office of the United States President and Vice President, Washington, D.C. The Barrer Group, Washington, D.C. (International health care consultancy). Program for Wellness Restoration (PoWeR), Houston, Texas. National Stonewall Democratic Federation, Washington. D.C. (volunteer with U.S. Representative Barney Frank)

From – to

Name of Company/Family

City, Country

Job Title

Reason for leaving

Responsibilities

1994 – 1998

UNIVERSITY OF MIAMI, International Business & Banking Institute,

Coral Gables, FL

Executive Director:

Managed Institute's operations which included:

Responsible for 100% of Institute funding

Administered and promoted Institute's programs, including conferences, workshops. Discussion Paper series, lectures and scholarly research support

Solicited financial support from international business community. Recruited and retained the Institute's

Advisory Board. Drafted and supervised grant proposals

Acted as Principle Investigator of US Dept. of Education

CIBER and USIA Affiliation grants. Managed several

private sector grants. Developed and directed

programming of executive education. Published calls for research proposals, and subsequently coordinated the

evaluation and funding of proposals received. Prepared

and monitored a \$400,000 annual budget, supervised

grad students and managed facilities (5 offices)

Designed and supervised production of promotional

materials. Achieved significant cost reductions, and

enhanced revenue and corporate sponsorship of the

Institute's flagship Latin American Banking seminar



From – to 1993 – 1994
Name of Company/Family ZYNYX MARKETING AND COMMUNICATIONS,
City, Country Coral Gables, Florida
Job Title Project Manager / Consultant
Responsibilities Responsible for the development and implementation of strategic marketing and public relations plans, Wrote and edited communications materials, including newsletters, press releases and marketing proposals. Placed featured articles and news segments in local, national and international print and broadcast media outlets for such Fortune 500 firms as Columbia/HCA, Burger King Corporation and Knight-Ridder. Developed and directed a series of managed care seminars for a national consulting firm. Created graphic materials for final reports and presentations.

From – to 1990 – 1991
Name of Company/Family BUSINESS WEEK,
City, Country New York, New York
Job Title Editorial Development Associate
Responsibilities This division developed a variety of interactive media products: conferences, seminars and videos. Developed themes and agenda for annual CEO conferences for an exclusive audience of European and American firms with annual revenues exceeding \$250 million. Researched, analyzed and forecasted socio-political, business and economic trends. Interviewed CEOs on diverse business-related topics. Identified and solicited participation of corporate and academic speakers Worked closely with Sales and Marketing to target potential sponsors. Assisted the Director of the Advanced Strategy Groups (Human Resources and Strategic Planning) with concept planning and Roundtable meetings. ASG members included such firms as AT&T, Siemens and American Airlines.

SUMMARY

A multi-skilled, multi-lingual, hard-working, professional manager with residences in the US, Spain and France. Organized and motivated with exceptional attention to detail with initiative and ability to think "out-of-the-box" for the best solutions. Experienced, efficient, flexible and practical with the ability to work alone or in a team. Calm under pressure with a good sense of humor. A proven professional with experience working within private households and performing all duties to a very high standard.

Ron is an articulate, poised and polished gentleman who presents himself as a confident, capable professional.

He has worked for more than fifteen years in a variety of positions, in which his responsibilities have included interacting, collaborating, and liaising with high profile executives, politicians and celebrities. Through his experience, he has also effectively worked with security staff, a critical role for this caliber of clients.

Over the past decade he has been a Personal Assistant and Estate Manager in the US and Spain, overseeing his clients' homes and rental properties, construction projects and vehicle fleets. Given his co-ownership in a Spanish/US real estate company, he has extensive experience in project management, dealing with contractors/vendors and collaborating on design plans.

Mr. Rodgers has supervised a variety of staff across a broad range of business concerns, including academia, politics, publishing and entertainment. His previous positions required him to manage and prepare budgets, inventories and detailed schedules. He is also fully computer literate, familiar with various forms of smart home technology and is an astute writer. On another note, Ron has traveled the world and is very familiar with a variety of cultures, arranging unique get-aways, or providing the right protocol for any occasion. He is also familiar with proper serving and has executed event planning for many groups, ranging from 10 to 500+ people.

He keeps in excellent physical condition given that working out is an integral part of his life, and at one time he was an amateur bodybuilder and certified masseur. Ron enjoys healthy lifestyles and cooking clean, Mediterranean, family-style meals. His other passion is dogs, especially working breeds that desire physical activity.

Ron is a seasoned professional who speaks four foreign languages, cooks, drives, travels, knows real estate, can assist in vetting charitable solicitations in addition to handling the day-to-day responsibilities of an estate manager for a progressive individual.

RONALD RODGERS LIFESTYLE MANAGEMENT ADDENDUM

Personal Assistant

- Representation of employer.
- Personal secretary
- Schedule Planning
- Errands and time saving management
- Personal shopper, dry cleaning, auto care, etc.
- Management of personalized information, likes, dislikes: culinary, floral, personnel, entertaining, friends and family, style of service, and personal amenities
- Selecting & sending gifts to clients or friends
- Personal correspondence
- Travel arrangements, limos, private planes, commercial air, hotels, leasing private villas, amenities delivered to locations, ("advance" management) etc.
- Animal care

Service

- Etiquette and protocol for home and business
- Continuity management for private, rented homes or other lodging
- Computerized and photographed full inventory of households and wardrobe for tracking and insurance purposes
- Proper table service and presentation
- Grocery shopping, international fine food selections
- Nutrition; good health and sports nutrition
- Arranging meals including special diets, macrobiotic, organic, low cal, diabetic, low salt/low fat, grilling, themed menus, regional, and desserts
- Organization and purchase of all kitchen items and supplies, some kitchen design work
- Small parties with wait staff, or large event planning
- Personal Trainer
- Massage Therapist
- Event Escort (as needed)

Estate/Household/Office Management

- Project Management and Restoration projects
- Staff training, initial selection of staff, background checks
- Staff Management: motivation, evaluations, exit interviews, job descriptions, legal paperwork
- Estate accounting and inventories, Quicken/ Microsoft systems, and spreadsheets
- House ware and building maintenance and inventory systems
- Purchasing of items for the daily up-keep of the household, and introduction of new products
- Daily management of multi-skilled staff, written project lists and goals
- SmartHome and audiovisual technologies
- Maintenance schedules with monthly task calendars
- Management and the employment of vendors for household: cleaning staff, carpet cleaners,



- florist, gardeners, wait staff, entertainment
- Negotiation of vendor contracts, verification of insurance, and their incoming staff.
 - Overseeing construction project management
 - Vetting, reviewing real estate purchases
 - Landscaping, working with on-site landscapers for optimum care
 - Large-scale landscape lighting including transformers noting wattage allowances and distribution.
 - Irrigation: planning, programs and use: yard maps with locators
 - HVAC maintenance, humidity controls and their relationship to antiques.
 - Environmentally safe cleaning products